



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 20734 – Director, IARPA Office of Collections - SNIS Executive Tier 1

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 2/20/2020 – 3/6/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/SE/IARPA

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

**\*\*\*\*THIS IS A STAFF RESERVE TERM-LIMITED POSITION\*\*\*\***

Staff reserve appointments are time-limited appointments made for a period of up to 3 years, with a possible extension of up to 2 additional years.

This is an opportunity for:

- An internal or external candidate to fill a SNIS Executive Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



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- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- Current Federal Government employees. Only Senior Service candidates may apply (SNIS, SES, SIS, DISES, DISL).
- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. Only Senior Service candidates may apply (SNIS, SES, SIS, DISES, DISL).

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the applicable salary range, based on education and experience.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Office of the Deputy Director of National Intelligence for Strategy and Engagement (S&E) is responsible for aligning the Intelligence Community's current focus with future strategies to drive national security outcomes. S&E positions the IC to achieve the future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovations; re-imagining data management in the digital age; establishing clear policy direction; and actively engaging with senior policymakers and the public.

The Intelligence Advanced Research Projects Activity (IARPA) is an activity within SE. IARPA invests in high-risk/high-payoff research programs that have the potential to provide our nation with an overwhelming future intelligence advantage over adversaries. IARPA addresses cross-agency challenges, leverages expertise from across the IC, and works transition strategies and plans with other agency partners.

### Role of the IARPA Office Director:

This key IARPA leadership position provides an exceptional opportunity for a highly motivated innovator who combines superior leadership characteristics, breadth and depth of technical credibility, strategic vision and strong collaborative skills. The successful candidate will exert enduring influence on the future of the Intelligence Community (IC) with impact that spans beyond the IC to other government agencies, academia, industry, and international partners. The Office Director (OD) recruits, leads and mentors a team of world-class program managers to conceptualize, design, and manage IARPA's high-risk/high-payoff research programs. The OD addresses cross-agency challenges, leverages expertise from across the IC, and works transition strategies and plans with government partners. This position is



term limited. The OD for the Office of Collections is responsible for research investment strategy, scientific rigor, acquisition integrity and mission relevance for programs in such disciplines as chemical, biological, nuclear and explosives (CBRNE) detection, signals processing, antennas, geolocation, power sources, high performance computing, microelectronics, supply chain management, logistics, data storage and access, and ground, airborne and space surveillance.

## **Major Duties and Responsibilities (MDRs)**

### Technical Qualifications:

- Bachelor degree and demonstrated expertise in research and development in science and technology area(s) relevant to the IARPA Office of Collections mission is required. Advanced degree in the sciences or engineering is desired.
- Experience developing and executing research programs with metrics, milestones, testing, and evaluation leading to new capabilities.
- Demonstrated knowledge of contract administration, fiscal management, and budget execution for the purpose of program planning and administration.

### Executive Core Qualifications (ECQs):

1. **Leading Change:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision.

- Lead and motivate researchers to creatively achieve objectives and goals.
- Craft and coordinate new, innovative efforts, policies, procedures, and processes to meet the changing conditions driven by research and operational partnerships.
- Articulate broad objectives, goals, and intent and relate them to the research areas, mission activities, and functions of the entire enterprise and our partners.
- Adapt behavior and work methods in response to new information, changing conditions, unexpected obstacles, and new opportunities; deal effectively with change and competing priorities; tolerate ambiguity.
- Deal effectively with pressure, maintaining focus under adversity, recovering quickly from setbacks, and adapting to changing conditions or unexpected obstacles

2. **Leading People:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports



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constructive resolution of conflicts. Competencies: Conflict management, Leveraging Diversity, Developing Others, and Team Building.

- Set and enforce strategic priorities and associated performance goals; inspire, motivate, and guide subordinates to achieve them
- Foster an environment where the workforce routinely collaborates with entities external to their organization to understand, and resolve challenges and to identify opportunities.
- Empower people to discover breakthroughs, drive change, and take responsibility for mission results.
- Build a workforce with the right skill mix and diverse experiences to successfully attain organizational vision and goals

3. Results Driven: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility.

- Synchronize day-to-day mission across the research partners and stakeholders and adjust plans to effectively cover new opportunities and impediments.
- Establish and track metrics to measure and document successful research advances, regardless of scale, scope, timeframe, and source.
- Elicit customer, partner, and stakeholder feedback regarding research needs and results.
- Develop and document approaches and methods to address new, emerging, and nontraditional research areas and mission challenges.
- Link breakthrough ideas to mission objectives, engage policy support as required, and enable new approaches to all aspects of mission.
- Understand and appropriately apply procedures, requirements, regulations, and policies to performance of mission goals.

4. Business Acumen: This core qualification involves the ability to manage human, financial, and information resources strategically. Competencies: Financial Management, Human Capital Management, and Technology Management.

- Identify and implement efficient and effective ways to manage resources (budgets, space, billets, data, and authorities) in ways that are inclusive and transparent to all stakeholders



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- Prepare, justify, and manage budget and other resources based on prioritized requirements and objectives; actively contribute to budget build processes; and work in consonance with ODNI organizational governance to make best use of all resources.
- Recognize new trends and opportunities, adapt to take advantage of challenges, and learn quickly and share lessons learned from failures of all types both broadly and constructively.
- Select and mentor well-qualified employees to fill critical mission needs.
- Identify areas for improvement within and outside the organization with specific emphasis on breakthrough capabilities for mission needs.

5. Building Coalitions: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Competencies: Partnering, Political Savvy, and Influencing/Negotiating

- Communicate and negotiate effectively with diverse sets of people and to develop and extend alliances/partnerships.
- Maintain and apply effective oral and written communication skills including the ability to convey new complex technologies and their benefits to scientific and non-scientific audiences
- Positively represent the organization and its work to its partners, customers and overseers
- Initiate and sustain successful partnerships, alliances, and/or teaming activities with internal and external partners. The type of partnerships include those with other IC and DoD elements as well as research organizations in academia and industry.
- Thoroughly document and communicate the organization's processes, plans, actions and achievements.
- Interact comfortably and effectively across diverse communities, using skills such as influence, negotiation skills, and conflict resolution to achieve success.

## Key Requirements and How to Apply

Internal ODNI Candidates:

### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

***Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.***

For current employees who do not currently have access to internal systems, applications should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and Brookkl@dni.ic.gov (Karren B.) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **External Candidates:**

### **Key Requirements:**

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

### **A complete application must include:**

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. An explanation is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.





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**WHERE TO SUBMIT:** External candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov). All attachments should be in Microsoft Word or Adobe PDF format.

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

**Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. An explanation is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith P.*) and [Brookkl@dni.ic.gov](mailto:Brookkl@dni.ic.gov) (*Karren B.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.



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## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov)

## Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**